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## REQUIRED ITEMS FOR DESIGN REVIEW APPLICATION

1. **Application:** Design Review application form must be filled out with the requested information, signed by applicant AND property owner, and submitted, together with the Site Data Sheets, to the Development Services Department. If the property owner does not personally sign the application, he/she must submit a Letter of Authorization giving permission to the application to file the specific request.
2. **Narrative of Design Rationale:** Provide a brief statement, on 8 ½" x 11" sheet, which identifies the project goals and objectives, primary design criteria, and design concepts. Explain how the proposed solution achieves the stated goals and objectives, meets the design criteria and implements the design concepts.
3. All plans should be schematic phase level of detail. **DO NOT SUBMIT CONSTRUCTION DOCUMENTS.**
4. **Site Plan:** drawn to scale (preferably 1:20) and **fully dimensioned**.
  - a. Two **BLACKLINE** prints (prints must be on 24" x 36").
  - b. 8 ½" x 11" reductions, either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8 ½" x 11" reductions must be at least 6 point.
  - c. Provide separate reductions of the site plan and site data (8 ½" x 11").

### **Site Plan Must Show:**

- ◆ Registered Arizona Architect stamp (unless waived by the Zoning Administrator).
- ◆ Title block, Site Data (refer to the Site Data sheet for required information).
- ◆ Location map, legal description.
- ◆ Center line of adjacent streets, Property lines, North arrow, Graphic scale.
- ◆ Alleys, street curb, any medians in the street, street sidewalk, curb, driveways.
- ◆ Location of existing buildings, parking, landscaping, walls.
- ◆ Proposed buildings.
- ◆ New parking areas. Parking spaces are to be numbered on the site plan.
- ◆ Areas to be landscaped. **Do not show landscaping on the site plan.**
- ◆ Location of other improvements such as walls, sidewalks, patios, outside storage areas, loading areas, location of refuse area, freestanding signs.
- ◆ Location of buildings within 20 foot of the site.

5. **Landscape Plan:** drawn to scale (preferably 1:20) and **fully dimensioned**.
- Two **BLACKLINE** prints (prints must be on 24" x 36").
  - 8 ½" x 11" reductions, either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8 ½" x 11" reductions must be at least 6 point.
  - Provide separate reductions of the landscape plan and plant legend (8 1/2 " x 11").

**Landscape Plan Must Show:**

- ◆ Registered Arizona Landscape Architect stamp (unless waived by the Zoning Administrator).
- ◆ Title block, Landscape Date (refer to the Site Data sheet for required information).
- ◆ All landscape materials to be used, graphically represented.
- ◆ Plant legend noting, graphic symbol of plants, common and botanical name of plants, size and number of plants.
- ◆ All outdoor lighting fixtures, Pole mounted and Building mounted.

6. **Preliminary Irrigation Plan:** drawn to scale (preferably 1:20) and **fully dimensioned**.
- Two **BLACKLINE** prints (prints must be on 24" x 36").
  - 8 ½" x 11", either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8 ½" x 11" reductions must be at least 6 point.
  - Provide separate reductions of the irrigation plan and legend (8 ½" x 11").

**Preliminary Irrigation Plan Must Show:**

- ◆ Main water service line.
- ◆ Main irrigation valve(s).
- ◆ Main irrigation water lines.

7. **Preliminary Grading and Drainage Plan:** drawn to scale (preferably 1:20) and **fully dimensioned**.
- Two (**BLACKLINE** prints (prints must be on 24" x 36").

**Grading and Drainage Plan Must Show:**

- ◆ Location of retention areas.
- ◆ Slope and depth.
- ◆ Cross sections.
- ◆ Flow patterns.
- ◆ Top of curb at street frontage(s).

8. **Building Elevations:** drawn to architectural scale (preferably  $\frac{1}{4}" = 1'-0"$ , or  $\frac{1}{8}" = 1'-0"$ ) and **fully dimensioned**.
- Two **BLACKLINE** prints (prints must be on 24" x 36") of all building elevations.
  - 8  $\frac{1}{2}"$  x 11" reductions, either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8  $\frac{1}{2}"$  x 11" reductions must be at least 6 point.
  - Provide separate reductions with no more than two building elevations on one sheet (8  $\frac{1}{2}"$  x 11").
  - One colored copy of all building elevations. Colored elevations should show shade and shadow, and landscaping within 25 foot of the building. Color elevations may be in the form of a 24" X 36" blackline print colored with pencil, magic marker or similar media. **NO BOARD MOUNTED COLOR ELEVATIONS WILL BE ACCEPTED.**
  - 8  $\frac{1}{2}"$  x 11" color copies.

**Elevations Must Show:**

- ◆ Registered Arizona Architect stamp (unless waived by the Zoning Administrator).
- ◆ All building elevations including hidden elevations.
- ◆ Architectural and design features of the project.
- ◆ Identify building materials and colors to be used.
- ◆ Location and size "envelopes" of all signage.
- ◆ Screening of mechanical equipment.
- ◆ Storage yards.

9. **Building Materials:**
- 1" x 8  $\frac{1}{2}"$  x 14" format (maximum). Display samples on a foam core board / base.
  - Provide samples of exterior building materials and paint samples ("keyed" to the building elevations).
  - Include information about the project name, address, architect/designer, material, manufacturer, name of material, Light Reflectance Value (LRV) for paints.

10. **Floor Plans:** drawn to architectural scale (preferably  $\frac{1}{4}" = 1'-0"$ , or  $\frac{1}{8}" = 1'-0"$ ) and **fully dimensioned**.
- Two **BLACKLINE** prints (prints must be on 24" x 36").
  - 8  $\frac{1}{2}"$  x 11" reductions, either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8  $\frac{1}{2}"$  x 11" reductions must be at least 6 point.
  - Provide separate reductions of the floor plans and data (8  $\frac{1}{2}"$  x 11").

**Floor Plans Must Show:**

- ◆ Registered Arizona Architect stamp (unless waived by the Zoning Administrator).
- ◆ Label all spaces.
- ◆ Show clearly all service areas, including location of fire riser, electrical service entrance section, etc..
- ◆ Exterior walls.
- ◆ Partitions doors/door swings.
- ◆ Stairs, elevators.
- ◆ Other major elements of building design.
- ◆ Indicate section cuts.

11. **Building Sections:** drawn to architectural scale (preferably  $\frac{1}{4}" = 1'-0"$ , or  $\frac{1}{8}" = 1'-0"$ ) and **fully dimensioned**.
- Two **BLACKLINE** prints (prints must be on 24" x 36").
  - 8  $\frac{1}{2}"$  x 11", either laser print or matte finish PMT (photo mechanical transfer) NOTE: laser print or matte finish PMT's shall have black, continuous lines. Font size for all notes on 8  $\frac{1}{2}"$  x 11" reductions must be at least 6 point.
  - Provide separate reductions of the building sections (8  $\frac{1}{2}"$  x 11").

**Building Sections Must Show:**

- ◆ Label all spaces.
- ◆ Exterior walls.
- ◆ Floor, slabs and roofs.
- ◆ Partitions.
- ◆ Doors and windows.
- ◆ Building structural elements.
- ◆ Vertical circulation.
- ◆ Other major elements of building design.
- ◆ Floor-to-floor dimensions.
- ◆ Mechanical equipment in relationship to parapet.
- ◆ Registered Arizona Architect stamp (unless waived by the Zoning Administrator).

12. **Models:**  
For certain projects, site and building models may be required. The Development Services Department Director shall determine the necessity of a model, based upon the magnitude, complexity, or location of the project. In general, a model will be required for projects within the Central Commercial District (CCD), Neighborhood Mixed Use Districts (MU-1 & MU-2), in excess of 10 acres of gross site area, or in excess of 100,000 gross square foot of building area. The Design Review Board may also request a model based upon the same criteria.

13. **Photometric Diagram** (optional)  
Photometric calculations detailing all exterior security lighting, shall be submitted and provided on a copy of a landscape plan that has been approved by the Design Review Board, drawn on 24 inch by 36 inch format prepared to scale. The landscape site plan shall be 50 percent screened. Point to point photometric calculations shall be calculated at intervals of not more than 10 foot at ground level and may also be required at 6 foot above finish grade. This is encouraged to resolve any potential conflicts early in the development process, but this is not a requirement for the Design Review submittal.